



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HIGHWAY SAFETY PATROL OPERATOR

Job Number: 20000426

Job Code: 10440V161016

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 03/16/2007

Job Revised: 10/16/2016

Grade: 09 Salary (MIN - MID):

\$11,224-\$14,869 - Hourly

\$1,823.90-\$2,416.22 - 37.5 Hr. Monthly Salary

\$1,945.50-\$2,577.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides assistance to the traveling public by means of service patrol, repair and emergency first aid; provides assistance with traffic congestion and clearance; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have two years of experience in the military, security, law enforcement, emergency services, general automotive mechanics, highway road maintenance, or dealing with the public.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. <http://transportation.ky.gov/driver-licensing/> In addition to the previously described qualifications, an employee in this job title must furnish the agency's appointing authority within six months of appointment into the job title documentation that he/she has attended Highway Watch Training, possess First Aid/CPR certification and National Incident Management System (NIMS) certification. <http://www.fema.gov> Must maintain

any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Operates emergency vehicle while making routine patrols of congested state highways and interstates. Continually observes surroundings to detect suspicious vehicles or threatening situations. Reports problems or threatening incidents to the Transportation Operations Center for enforcement action. Responsible for providing service patrol on statewide highways/interstates to include assisting motorist by means of emergency first aid, minimal repair (i.e. changing flat tires) and assistance (i.e. moving disabled vehicles off the roadway). Manages highway incident control until additional resources arrive. This may include activating variable message boards, establishing detour routes and placing traffic cones to create a secure scene. Assists motorist as the situation dictates. Removes hazardous debris from roadway. Operator shall successfully complete any in-service training assigned by the department. Communicates effectively with the general public on a daily basis. Completes various forms and reports required by the department in accordance with operations manual. Maintains uniform and equipment in accordance with department policy. Must perform duties in accordance with all applicable policies and guidelines pertaining to highway safety and emergency management as well as Cabinet policies and procedures.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents in this job title must possess the ability to work, sit, stoop and bend. Must be able to lift and carry 75 pounds. Must be able to respond to emergencies.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title typically perform their work in the field, (i.e. on interstate roadways and state highways in close proximity to interstate traffic). Must be able to work extended hours and be outside during inclement weather.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.